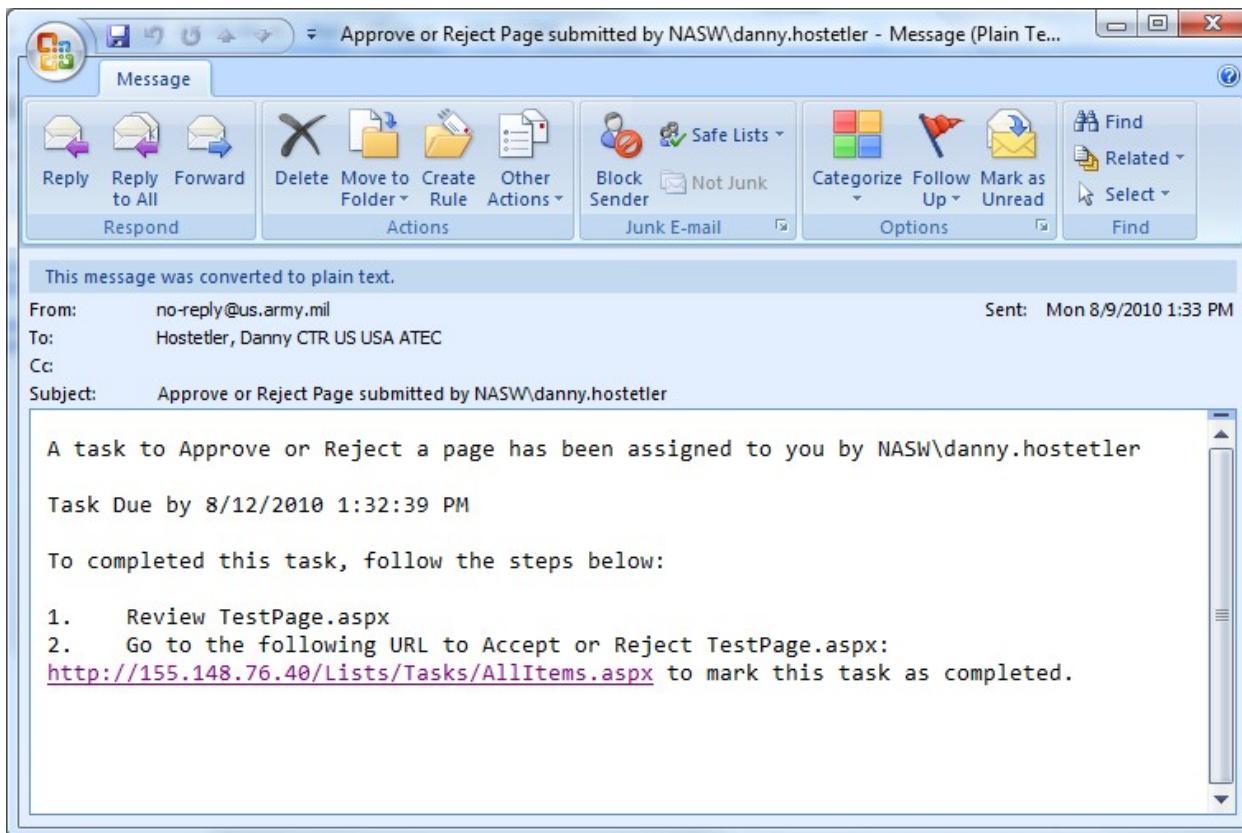


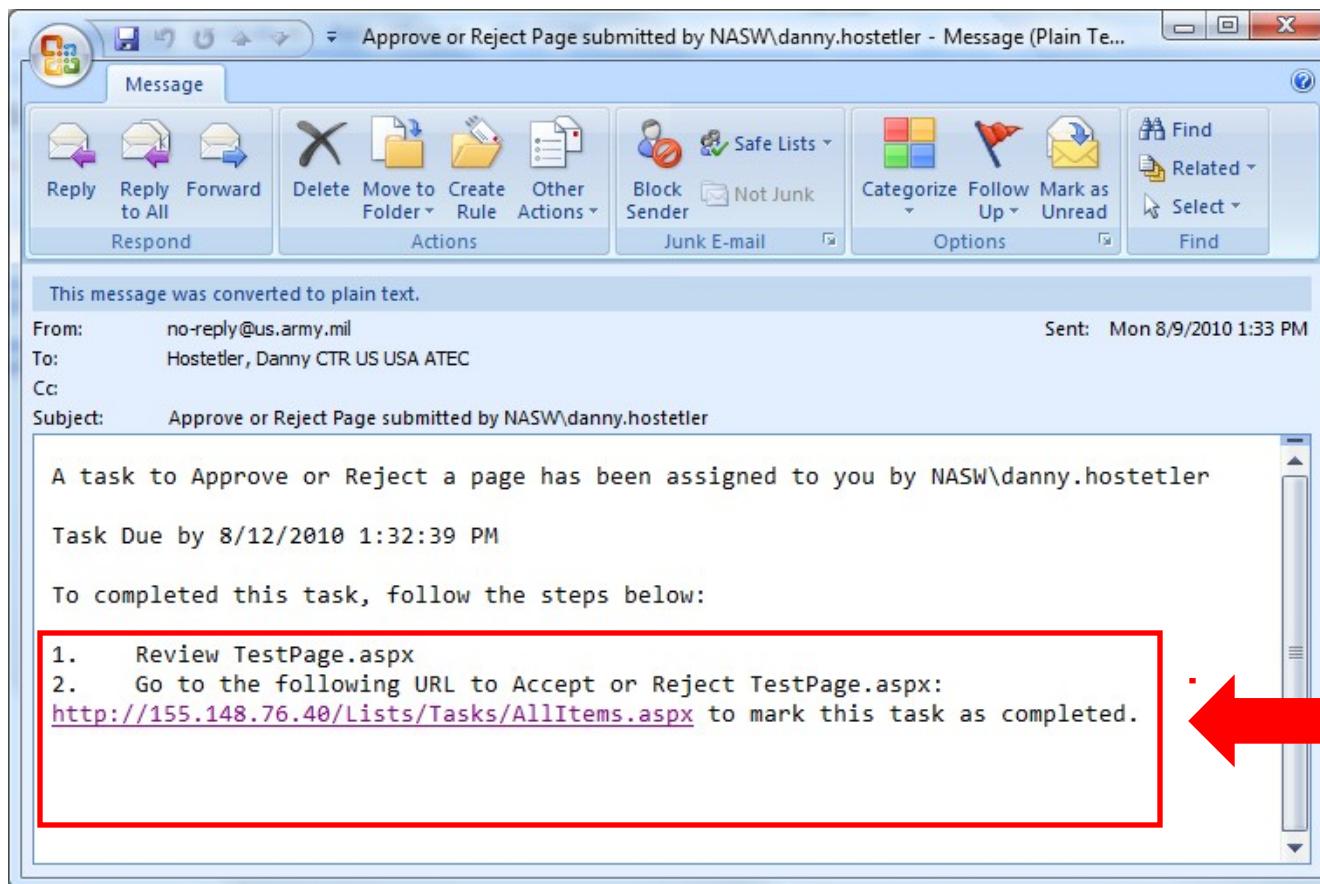
Content Creation

- All approvers will be notified by e-mail on content creation or change



Approving Content

- Follow directions to approve content



Approving Content

- Follow the link in the instructions to view “All Tasks”

WSMR Public > Garrison > Tasks

Tasks

Task list for workflow.

New	Actions	Settings	View: All Tasks				
Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
Approve or Reject Page submitted by NASW\j.danny.hostetler ! NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	
Approve or Reject Page submitted by NASW\j.danny.hostetler ! NEW	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	

Approving Content

- Review the Content Page by clicking on the link column

WSMR Public > Garrison > Tasks

Tasks

Task list for workflow.

New	Actions	Settings	View: All Tasks				
Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
Approve or Reject Page submitted by NASW\j.danny.hostetler ! NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	
Approve or Reject Page submitted by NASW\j.danny.hostetler ! NEW	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	



Approving Content

- After reviewing the Content Page, select “Edit Item” from the actions drop down list for each task that is assigned to you

WSMR Public > Garrison > Tasks

Tasks

Task list for workflow.

New | Actions | Settings | View: All Tasks

Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
Approve or Reject Page submitted by NASW\janny.hostetler NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010			TestPage
Approve or Reject Page submitted by NASW\janny.hostetler NEW	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010			TestPage

A context menu is open over the second task row, showing options: View Item, Edit Item (which is highlighted), Manage Permissions, Delete Item, Version History, and Alert Me.

Approving Content

- Select Completed to Approve Content

Page

The content of this item will be sent as an e-mail message to the person or group assigned to the item.

OK Cancel

Attach File | Delete Item | Spelling... * indicates a required field

Title *	Approve or Reject Page submitted by NASW\danny.hostetler
Priority	(2) Normal ▾
Status	Completed Not Started In Progress Completed Deferred Waiting on someone
Assigned To	ATEC
Description	<p>A A¹ B I U L M H F P A D</p>
Start Date	8/10/2010
Due Date	8/13/2010
Workflow Name	WSMR Approval

Version: 3.0
Created at 8/10/2010 7:50 AM by Hostetler, Danny CTR USA ATEC
Last modified at 8/10/2010 8:20 AM by System Account

OK Cancel



That's All Folks